

April 20, 2016

Dear Vendor:

The Alabama State Board of Chiropractic Examiners (ASBCE) is requesting proposals to *continue and maintain the Alabama Chiropractic Professionals Wellness Committee*. Proposals will be accepted until **Wednesday, May 5, 2016 at 4:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the department contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Sheila Bolton CPM II, Executive Director
Alabama Board of Chiropractic Examiners
Attn: Proposals
126 Chilton Place
Clanton, AL 35045

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

If you have any questions, please contact us at 205-755-8000.

Sincerely,

Sheila Bolton CPM II, Executive Director

Request for Proposal (RFP)

The Alabama Board of Chiropractic Examiners (ASBCE), is now accepting proposals to implement the Alabama Chiropractic Professionals Wellness Committee in **Alabama**.

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**Organization:** Alabama Board of Chiropractic Examiners

**Apply by: Wednesday, May 4, 2016 at 4:00 pm.** *The RFP must be received in the Board Office by the listed date and time.*

***Emailed or faxed responses are not accepted.***

### **Contact Information:**

Sheila Bolton CPM II, Executive Director  
Alabama Board of Chiropractic Examiners  
126 Chilton Place  
Clanton, AL 35045  
Telephone Number 205-755-8000

Email: [sheila.bolton@chiro.alabama.gov](mailto:sheila.bolton@chiro.alabama.gov)

*Submit all RFP **questions** in writing to the email above.*

**Deadline to submit any questions is May 4, 2016.**

**Mailing Note:** Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail; commercial delivery service such as FedEx or UPS; or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

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## **I. INTRODUCTION**

Per Code of Alabama, 1975, § 34-24-120 et seq.(g) The Alabama Board of Chiropractic Examiners (ASBCE) is seeking proposals to promote the early identification, intervention, treatment and rehabilitation of chiropractors who may be impaired by reason of illness, inebriation, excessive use of drugs, narcotics, controlled substances, alcohol, chemical or other dependent forming substances, or as a result of any physical or mental condition rendering such persons unable to meet the standards of their profession.

ASBCE is now accepting proposals to continue with implementation, monitor individuals and maintain the program

## **II. BACKGROUND**

The Program originated in 2006. Over the years, Alabama Chiropractic Professionals Wellness Committee has had success in implementing and maintaining the program.

## **III. REQUIREMENTS and REPORTING**

Shall furnish the following services to the Board, under the direction of the Board and in accordance with Code of Alabama (1975) Section 34-24-120 et seq.:

- a. Provide monitoring of rehabilitated impaired professionals; and
- b. Maintain a Board-administered drug-screening program to include random program maintenance, initial screen (testing and collection) , and
- c. Assist the Board in further developing policies and procedures related to the committee, to include appropriate forms, monitoring contracts, etc.

## **IV. EVALUATION and other REPORTING REQUIREMENTS**

1. Shall attend Board meetings as long as contractee is furnished with at least two (2) weeks' notice of the meeting, and
2. Shall furnish the Board with monthly reports of professionals containing information required by the Board to determine whether the professional is complying with any Board Orders, and
3. Shall furnish the Board with quarterly and annual statistical reports on program activity as directed and in conformity with Code of Alabama (1975) Section 34-24-120 et seq., and
4. Shall report and take direction from the Board and/or through an employee or officers. No other group or related organization shall be authorized to provide such direction. Shall not release or disclose information to any individual group, organization or entity in violation of the provisions of

Code of Alabama (1975) or the provisions of any other applicable law or regulation and/or unless authorized by the Board, and

5. Shall report directly to the Board on issues relating to integrity on program policies, quality assurance, and program compliance with federal and state regulations.

#### **V. CONTRACTUAL LIMITATIONS**

1. The Board acknowledges that contractee is required to comply with the federal regulations governing confidentiality of alcohol and substance abuse treatment records contained in 42 C.F.R. Part 2 and expressly agrees that contractee will not be required to disclose any information to the Board that would contravene the federal regulations, and
2. Consistent with federal and state law, the Board shall furnish contractee with access to records in the Board's possession that contractee requires for administration of its services under this agreement.

#### **VI. Contract REQUIREMENTS**

1. The Board shall furnish contractee on a timely basis with a copy of all actions and policies adopted by the Board relating to the committee, and
2. Contractee shall receive no additional compensation for travel expenses.
3. The Board shall pay contractee an amount equal to an annual fee of \$10,200.00 to be paid monthly in installments for Services rendered, and
4. In addition to the annual fee the Board shall reimburse contractee for reasonable expenses incurred by contractee in the preparation and mailing of the any brochures or educational materials, etc.

#### **VII. Proposal Content**

One original and three copies of your proposal must be received at the following address no later than

4:00 pm on **May 4, 2016**.

Sheila Bolton CPM II, Executive Director  
Alabama Board of Chiropractic Examiners  
Attn: Proposals  
126 Chilton Place  
Clanton, AL 35045

## **VIII. Selection Criteria**

Selection shall be based on the factors to be developed by the ASBCE, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposal to meet the requirements.
2. Resources available to perform the work, including any specialized experience with the program.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Familiarity with the program.
5. Ability to meet deliverables and provide services to the ASBCE.
6. Ability and proven history in handling special project contracts.